

**CLOVIS UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

---

Position:	Assistant Director of Special Education	FLSA:	Exempt
Department/Site:	Special Education	Salary Grade:	Administrative Management
Reports to/Evaluated by:	Director of SELPA and Psychological Services	Salary Schedule:	Appropriate Placement

---

**PURPOSE**

To provide administrative assistance to the Director of SELPA and Psychological Services in enabling all students to utilize their educational opportunities to the fullest by ensuring a full continuum of appropriate educational programs and services is available.

**ESSENTIAL TYPES OF DUTIES**

Facilitate effective communication between individuals with exceptional needs, parents, regular classroom teachers, special education teachers, agencies, administrators, support personnel, para-professional and regular peer populations.

Observe and consult with special education teachers, plan instructional programs, coordinate curricular resources and assess program effectiveness of special education programs.

Mediate compliance complaints and due process legal challenges brought by parents regarding special education implementation services and the IEP process.

**PROVIDE STAFF DEVELOPMENT IN:**

- Multidisciplinary assessment, placement and development/review of Individual Educational Plans.
- Academic and non-academic needs of individuals with exceptional needs in the least restrictive environment.
- School consultation teams and regular education pre-referral activities.
- Consultation skills and regular education/special education collaboration.
- Role and responsibilities of instructional assistants.
- Parent education and partnership in education.
- State and Federal compliance, parents’ rights and due process procedures.
- Attend meetings and conference to keep current with latest developments in educational technology and present these to instructional staff.
- Participate in State and County level special educational special education organizations, committees and task forces to maintain knowledge base of current trends and research in the field.
- Conducts on-site annual review and assists in follow-up and monitoring of student progress.

- Assists in inter-agency placements into programs outside the SELPA and develop transition plans for students entering programs from outside the SELPA.
- Makes student Special Day Class assignments.
- Assists in developing class lists and teachers assignments for special education.
- Monitor enrollments in special education programs and assist in writing waivers to extend enrollment, as needed.
- Assists in the evaluation of special education program effectiveness.
- Assists in recruitment, selection, and recommendation for hiring of special education teachers.
- Assists in writing waivers for special education teachers who have not completed the special education credential process.
- Coordinates procedures for requisitioning, ordering, and paying for special education equipment and supplies.
- Coordinates the on-going development and revision of the special education handbook.
- Assists in developing and monitoring annual budgets for all special education programs.
- Maintains a permanent inventory of equipment purchased for special education.
- Performs other duties as assigned by the Director of SELPS and Psychological Services.

**KNOWLEDGE:**

**QUALIFICATIONS:**

**Knowledge and Skills:**

**Abilities:**

**Physical Abilities:**

**Education and Experience:**